

DIRECTOR OF RATE BUREAU

GENERAL STATEMENT OF DUTIES: Supervises and performs complex telecommunications rate establishment; develops telecommunications cost allocations; implements, coordinates and administers telecommunications systems and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Telecommunications, an incumbent in this position is responsible for carrying out the financial telecommunication services of the department, including personnel management, budget preparation and analysis, and for the management of all issues related to telecommunications systems and equipment. Supervision is exercised over a number of professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Manages the station message detail recording (SMDR) program;

Develops telecommunications cost allocations (equipment and network) for all departments;

Supervises the integration of monthly billings for switching systems, telephone stations and wiring, local exchange and network services;

Responsible for the interface with the WIS financial accounting system and data base;

Develops telecommunications budget in cooperation with the Director of Telecommunications;

Oversees studies and reviews of all telecommunications systems and equipment;

Develops and implements recommendations for change in systems, equipment and services to attain maximum efficiency, effectiveness and cost-effectiveness;

Oversees the processing and implementation of requests from the County's various departments for additions, changes, and/or relocation of telecommunications equipment and services;

Evaluates bids and proposals and recommends the awards of contracts to vendors of telecommunications services, systems, and equipment;

Oversees the maintenance of telecommunications equipment inventories; Supervises telephone division personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the current telecommunications rate and expense systems including the collection of telecommunication's call records and the processing of such data into billable formats for cost distribution; ability to select and apply established telecommunications expense and cost distribution methods appropriately; ability to train, supervise and evaluate assigned staff; ability to speak to various vendors of telecommunications

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)
hardware and software in order to design a SMDR method in an evolving network environment; ability to make oral and written factual reports and presentations clearly, concisely and effectively; ability to understand and follow complex oral and written directions, regulations, etc.; ability to conduct interviews; ability to establish and maintain effective working relationships with supervisors, program officials, employees and vendors; resourcefulness; integrity; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business Administration, Accounting, or Computer Services and four years experience in planning and procurement of telecommunications services, telecommunications rate, expense management, or cost analyses, two years of which must have been in a supervisory position.

SUBSTITUTION: Graduate* level education in Telecommunications Management or related field may be substituted at the rate of 30 credit hours for one year experience up to a maximum of two years. There is no substitute for the two years of supervisory experience .

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.